

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Employee Leave Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

C = Custom Report/Inquiry

N = Cannot Meet Requirement

T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
Employee Leave Accounting General Requirements						
EL 1.00	System must support processing of both paid and unpaid leave.					
EL 2.00	System must support short term leave (sick, vacation, etc.) and long term leave.					
EL 3.00	System must support both the computation of leave available and the taking of leave (whether paid or unpaid).					
EL 4.00	Leave calculations for accrual and payment will be effective dated					
EL 5.00	Maintain history of all leave accounting actions, including:					
EL 5.01	Modifications to leave definitions					
EL 5.02	Accrual calculations					
EL 5.03	Leave taken					
EL 5.04	Leave claimed (on T&L form)					
EL 5.05	Leave paid					
EL 5.06	Leave adjustments					
EL 6.00	Leave accounting will be integrated with the following:					
EL 6.01	Personnel administration					
EL 6.02	Benefit administration					
EL 6.03	Payroll					
EL 6.04	Financial system					
EL 7.00	Leave accounting will interface with the following:					
EL 7.01	Worker's compensation					
EL 7.02	Insurance carriers/third party administrators					
EL 8.00	Provide employee self service capabilities that include:					
EL 8.01	Inquiries on all leave balances					
EL 8.02	Inquiries on all leave accruals					
EL 8.03	Inquiries on all leave usage					
EL 8.04	Leave requests					
EL 9.00	System provides user defined multi-step approval/workflow for review and approval of all leave transactions					
EL 10.00	System updates timesheet with leave for periods that apply to approved leave					
Leave Calculations and Payments						
EL 11.00	System calculates the accrual and tracks eligibility, usage and payment of leave types such as:					

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EL 11.01	Sick leave (full pay)					
EL 11.02	Sick leave (part pay)					
EL 11.03	Sick leave bank					
EL 11.04	Personal					
EL 11.05	Accrued Holiday					
EL 11.06	Bereavement					
EL 11.07	Donated					
EL 11.08	Workers' compensation					
EL 11.09	Jury					
EL 11.10	Maternity					
EL 11.11	Parenthood					
EL 11.12	Compensatory Time Off (CTO)					
EL 11.13	Family					
EL 11.14	Short term disability					
EL 11.15	Long term disability					
EL 11.16	Annual					
EL 11.17	Witness					
EL 11.18	Civil leave					
EL 11.19	Elective					
EL 11.20	Non-elective					
EL 11.21	Temporary (for temporary employees)					
EL 11.22	Military					
EL 11.23	Administrative leave with pay					
EL 11.24	Educational leave with pay					
EL 11.25	Terminal leave					
EL 11.26	Separation leave without pay					
EL 11.27	Current without pay					
EL 11.28	Injured in line of duty					
EL 11.29	Sick leave excludable					
EL 11.30	FMLA - annual					
EL 11.31	FMLA - sick					
EL 11.32	FMLS 0- without pay					
EL 11.33	Assault injury					
EL 11.34	Terminal comp time					

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EL 11.35	Special leave with pay (teachers)					
EL 11.36	Extended leave without pay					
EL 11.37	Red cross leave					
EL 11.38	User defined					
EL 12.00	Allow users to define leave accrual calculation and usage rules based user defined combinations of variables, including:					
EL 12.01	Job class					
EL 12.02	Length of service (range)					
EL 12.03	Agency					
EL 12.04	Effective dates					
EL 12.05	Expiration dates					
EL 12.06	Min hours worked for accrual (in a period) and type of hours required for accrual					
EL 12.07	Accrual amount					
EL 12.08	Frequency					
EL 12.09	Prorate (Y or N)					
EL 12.10	Maximum hours accrued					
EL 12.11	Maximum dollars paid					
EL 12.12	Payout option available (Y or N)					
EL 12.13	Work week (37.5 vs 40)					
EL 12.14	Benefit accrual plan					
EL 12.15	Eligibility waiting period for beginning accrual					
EL 12.16	Eligibility waiting period for taking leave					
EL 12.17	Min hours worked in a fiscal or calendar year for accrual to begin					
EL 12.18	May be taken in period accrued (Y/N)					
EL 12.19	May be taken before accrued (Y/N)					
EL 12.20	Maximum that may be taken before earned					
EL 12.21	FMLA (Y/N)					
EL 12.22	Carryover (Y or N)					
EL 12.23	Carryover amount'					
EL 12.24	Carryover period					
EL 13.00	Ability to override individual leave balances by entering specific leave amounts					

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EL 14.00	Ability to allow employees to select cash payments for leave based on Agency, job class, and leave type					
EL 15.00	Provide for the automatic adjustment of existing leave balances to all applicable employees when accrual rules change (including retroactive changes)					
EL 16.00	System must support calculation of leave based on hours worked on temporary assignments. Utilization of this feature is user defined by leave type.					
EL 17.00	System must support leave paid not taken (other than on employee termination) based on:					
EL 17.01	Leave type					
EL 17.02	Automatic on a cutoff date					
EL 17.03	When requested after a cutoff date					
EL 17.04	Hours maximum for payoff subject to a % of available balance for that leave type					
EL 17.05	Hours earned in excess of maximum					
EL 17.06	Benefit accrual plan					
EL 18.00	System must support terminal leave processing by leave type including:					
EL 18.01	Pay or don't pay					
EL 18.02	Lump sum or "run out" available at employee option					
EL 18.03	Carryover for reinstatement on rehire					
EL 18.04	Lose on termination					
EL 19.00	Provide roll-over of balances above maximums from one type of leave to another based on user defined parameters					
EL 20.00	System validates against leave accrued prior to usage and payment to ensure appropriate balance is available (or projected to be available at time of use)					
EL 21.00	Analyze leave balances and perform leave defaulting if the balance has been depleted based on user defined rules					
EL 22.00	Ability to transfer donated leave according to user defined rules					
EL 22.01	Requirements for transferring leave					
EL 22.02	Requirements for accepting leave					
EL 22.03	Types of eligible leave					
EL 23.00	Ability to track sick leave bank:					

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EL 23.01	Initial enrollment and deduction of user specified amount from leave balance					
EL 23.02	Periodic reassessment and periodic reprocessing if leave balance not available and employee on qualifying leave the month before reassessment					
EL 23.03	Ability to set reassessment amount by job class					
EL 23.04	Dropping from sick leave bank if reassessment not complete within one year					
EL 23.05	Requests for sick leave bank made online					
EL 23.06	Track medical verification					
EL 23.07	Track sick leave bank taken by illness type for entire career					
EL 23.08	Track sick leave bank taken by year					
EL 23.09	Ability to enter historic information regarding sick leave bank membership and usage					
EL 23.10	Provide alert to person entering time when usage of sick leave will take the balance below sick leave bank accrual requirements (this check to begin during a user defined portion of the year)					
EL 24.00	Accrues and tracks CTO:					
EL 24.01	Provides for user defined types of CTO					
EL 24.02	Provides for definition of maximum accrual by CTO leave type					
EL 24.03	Provides for automatic payment over maximum					
	Leave Tracking					
EL 25.00	Track leave accrued, taken, payoff, lost, donated, and payout (on termination) by type of eligible leave and reason.					
EL 26.00	System must be able to project leave "run out" for separating employees, including any additional accruals that will occur					
EL 27.00	System must track leave by dates, including:					
EL 27.01	Expected start of leave					
EL 27.02	Expected end of leave					
EL 27.03	Actual start of leave					
EL 27.04	Actual end of leave					
EL 27.05	Date leave requested					
EL 27.06	Data approved or rejected					
EL 27.07	Reviewer/approver					

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EL 28.00	Prohibits the request of leave that is in excess of leave balance in the case of paid leave or policy maximums in the case of unpaid leave. This must be user definable by type of leave (ex - sick leave, FMLA maximums)					
EL 29.00	System codes leaves and reflect impact to service dates, service hours, etc. based on leave type					
EL 30.00	System provides ability for user to define whether leave is accumulated while on leave by leave type (ex - continue to accrue vacation while on sick leave)					
EL 31.00	Support the tracking of Doctor's release when required					
EL 32.00	Ability to prohibit work time from being entered if medical release has not been provided					
EL 33.00	System provides employee status that reflects that they are on leave of absence (long term leave)					
EL 34.00	Automatically classifies leave as counting toward FMLA limits after a user defined period by leave type					
EL 35.00	Track FMLA hours and eligibility by employee					
EL 36.00	Provides notifications to employees and agency of leave that will be lost or automatically paid (email or paycheck comment)					
EL 37.00	Provide notification to supervisor and others in a designated workflow when a part time employee is nearing part time threshold (ex - 1599 hours per year)					
EL 38.00	Provide notification to part time employee when nearing part time threshold (ex - 1599 hours per year)					
EL 39.00	Provide notification to supervisor and others in a designated workflow when a retired employee is nearing retiree threshold (ex - 750 hours per year)					
EL 40.00	Provide notification to retired employee when nearing retiree threshold (ex - 750 hours per year)					
EL 41.00	System must prepare a leave value report, that as of any point in time estimates the liability (short and long term) of all outstanding leave balances to support GASB 34 reporting of leave liability					
	Query and Reporting					

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EL 42.00	The system will provide for online access to all employee data with appropriate security.					
EL 43.00	System will include a flexible report writing capability that will allow reports to be formatted easily by user personnel					
EL 44.00	System produces a report each pay period listing all employees sick, vacation, other leave balances (Leave Balance Report)					
EL 45.00	Report of employees due back from leave (this report should be produced XX days before an employee returns), including type of leave and type of end date (return to work, reevaluate, etc.)					
EL 46.00	Leave Buyback Report					
EL 47.00	Work schedule for a workgroup by period and employee					
EL 48.00	Sick leave bank used by pay period					
EL 49.00	Excess Leave Balance Report					